

**RECEIVABLES CREDIT/DEBIT MEMO FORM**

**Note: Complete this form electronically and use the drop down menus when provided.**

Today's Date:	Sept 25,2012	
Station:	KMBC	Drop Down
Sales Region:	NATIONAL	Drop Down
Agency:	Smart Media Group	
Advertiser:	Spence/R/Governor	
Invoice #	952485-1	Net Invoice Amount
Invoice Date		Amount Paid
	Adjustment to Gross Billing	\$ 30.00
	Adjustment to Net Billing	\$ 25.50
AE Name:	Meredith Thompson	
SM Name:	Tony Kim	
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT	Drop Down
	(Field Required - must use drop down list)	

EXPLANATION (Please explain in detail):

LUR for the w/o 9/17

Rachel Ray M-F 9a-10a = 3x @ \$100 Lur L3 \$90 total rebate \$30

Revised invoice required? \_\_\_\_\_

**REQUIRED APPROVALS:**

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: \_\_\_\_\_ by \_\_\_\_\_

Updated 03/15/12